

**Viking Union/Student Activities/Associated Students  
Policies & Procedures**

**HOSPITALITY**

This policy shall cover the purchase of food, beverages, and related production costs with Associated Students funds in relation to events and activities.

**A. GENERAL**

1. Hospitality efforts shall be reasonable in scope although the requirements may vary based upon the needs of the event or program. Different regulations may be in force based upon the origin of funds (i.e., allocated or earned funds) or the category of recognition (i.e., organization or program).
2. Hospitality purchases will comply with state and university regulations.
3. Hospitality rates for meals will be based upon the current state per diem rate on a per meal basis for Bellingham. The rate includes all incidentals, taxes and gratuities and the per person cost may not exceed the per diem total except as noted below.
4. Gratuities shall not exceed fifteen percent (15%) unless the rate is calculated automatically by local restaurants.
5. If hospitality is provided off-site but not at a restaurant where food is purchased (e.g. retreats, work parties, programs) then the per person costs to purchase food, including tax, shall not exceed the per diem total.
6. AS funds may not be used to purchase alcoholic beverage(s) of any kind, for any program and/ or event.

**B. WATER BOTTLE FREE INITIATIVE**

1. With respect to the Water Bottle Free Initiative passed in the spring of 2012, the Associated Students shall put forth a best faith effort to eliminate the usage and distribution of plastic single-use water bottles. This policy applies to all AS offices and clubs, and includes a best faith effort to provide acceptable alternatives to bottled water. Pertinent directors or professional staff will make exceptions when safety and necessity require such usage of water bottles.

**C. TYPES OF HOSPITALITY**

1. Contracted Hospitality - Contracted hospitality is defined as funds for food and/or beverages included in a personal services contract as part of a program. Generally meal costs should not exceed the meal per diem rate unless the contractor requires a higher amount which is listed in the contract.
  - a. Hospitality functions closed to the general campus population (i.e., backstage dinners) must be listed within the personal services contract. The contract must contain a dollar amount allocated to hospitality purposes. A not to exceed amount for hospitality can be included in the contract and the AS sponsor will purchase and provide the food.
  - b. Programs and organizations sponsoring speakers and/or other individuals, that require meals at local restaurants, may budget funds for two (2) organizational student representatives to accompany the guest. In the event there are two (2) or more guests then one (1) representative per guest with a maximum of four (4) student representatives are authorized.
  - c. Meal buyouts, where a per diem amount is paid directly to the contractor, are authorized under this policy.

2. Closed Hospitality - A closed activity is defined as an event where admission is limited to the listed organization's membership and guests and/or the event is not publicized to the general campus community.
  - a. Clubs or organizations will not be authorized to produce closed reception parties with funds allocated by the Associated Students of Western Washington University. Events of this nature can be funded through earned funds subject to authorization by the Business Office on a case by case basis. See section four (4) of this policy for a complete description.
  - b. Programs may utilize allocated funds for a closed reception or meeting when it falls within program objectives and is approved by the Business Office. A guest list (or attendee list) must be filed with the Finance Office within twenty-four (24) hours following the event.
3. Open or General Hospitality - An open or general reception is defined as an event where admission is open to the campus population. Hospitality functions performed for a program objective (i.e., gallery openings, open houses, receptions) must be open to the campus population.
4. Program/Office Support - Food and beverages provided as office hospitality for the general public. Also food and beverages provided for staff and volunteers at meetings, retreats, or workshops.
  - a. Programs are authorized to provide limited beverages such as coffee and tea for general office hospitality for the public. Staff should provide their own refreshments for personal use.
  - b. Programs may purchase beverages and light refreshments on an irregular basis, not to exceed one (1) time per quarter, for staff meetings or functions as a team building enhancement. Personal celebrations (ex. Birthdays) are not authorized under this section.
  - c. Programs are authorized to purchase food and beverages for staff and volunteers attending retreats, training, or workshops. An agenda of the activities of the workshop or retreat must be presented and approved by the appropriate staff advisor and by the AS Business Office before making any financial decisions regarding hospitality of the event. Purchases for on-campus events are limited to light refreshments and those meals that are missed as a result of attendance.
  - d. The AS Business Office may authorize food or beverages on a limited basis for committee and council meeting when meals are missed as a result of attendance.
5. AS Club Earned Funds - shall be defined as any and all AS Club funds that have not been allocated from the services and activities fees. The AS Business Office may waive sections of this policy when earned funds are used to purchase food and drinks for events and meetings. Events of this nature are subject to authorization by the Business Office on a case by case basis. The Business Office shall specifically note the waiver and rationale on the authorizing documents.
6. Non-Contracted Hospitality - shall be defined as any and all events or programs that do not have a formal contract, this can include but is not limited to individuals volunteering their time. In the absence of a formal contract a memorandum must be submitted detailing the request for hospitality. This document must follow the policies outlined in the AS Hospitality Policy, be signed by of the appropriate Student Activities advisor and approved by the AS Business Office. Hospitality of this kind shall be reviewed on a case by case basis by the AS Business Office.

#### **D. OTHER REGULATIONS**

1. Non-perishable food and beverages remaining following hospitality functions should be retained by the Associated Students organization for appropriate uses. Perishable items should be disposed of in a manner that provides for the least waste of valuable resources which may include a donation to a community organization.
2. In accordance with established Associated Students principles and procedures, specific exceptions to the above listed policies may be granted by the AS Business Director in consultation with the ASVP for Business and Operations.
3. Any and all changes made to this policy must be approved by a majority vote of the AS Board of Directors.

**Interpretation and Enforcement:** AS Business Office, AS Board of Directors

Approved By: Activities Council, AS Board of Directors

Date Approved: 11/83, 05/92, 05/99 (AC), 06/99 (ASB), 9/08, 11/09, 12/5/12 (ASB-12-F-46)

Organization: Associated Students

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